

SECRET

(If New Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						17 Feb 69			
003620		VITALE, GUY									
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT				
RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYST				MONTH DAY YEAR 02 28 69			REGULAR				
6. FUNDS		7. FINANCIAL ANALYSIS NO CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)							
X		9235 0620		P.L. 88-643 Sect. 233							
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION							
DDP/WH WH/COG OPERATIONS BRANCH WH SECTION				WASH., D.C.							
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
INTELLIGENCE ASST (3)				1685		D					
14. CLASSIFICATION SCHEDULE (1-5, I.B., etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS		0301.26		08 6		\$ 8984					
18. REMARKS											
Last working day is 28 February 1969.											
1152 telecoord. w/Paul Seidel, R.D. - dnmw 3/3/69											
*Intel ASST occupying Intel ANALYST SLOT											
1 - Finance											
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER					
Henry L. Berthold C/WH/Personnel				17 Feb 69		[Signature] 20 Feb 69					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEREST CODE			
45 10											
24. MOBILE CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI					
1		1/16/17									
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA			
								EOD DATA			
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG. COMP. DATE		36. CAREER CATEGORY		37. REG. HEALTH INSURANCE			
								HEALTH INS. CODE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)						FORM EXECUTED 1-YES 2-NO		FORM EXECUTED 1-YES 2-NO			
45. POSITION CONTROL CERTIFICATION				46. OP APPROVAL		DATE APPROVED					
				3-6-69 JE		[Signature]					

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, GUY		17 Feb 69	
3. NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYSTEM			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 28 69		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS X V TO V CF TO V V TO CF CF TO CF			7. FINANCIAL ANALYSIS NO. CHARGEABLE 9235 0620		8. LEGAL AUTHORITY (Completed by Office of Personnel) P.L. 33-643 Sec. 233
9. ORGANIZATIONAL DESIGNATIONS DDP/WH WH/COG OPERATIONS BRANCH WH Section			10. LOCATION OF OFFICIAL STATION WASH., D.C.		
11. POSITION TITLE INTELLIGENCE ASST (87)			12. POSITION NUMBER 1685		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, F.R., etc.) GS		15. OCCUPATIONAL SERIES 0301.26		16. GRADE AND STEP 08 6	
17. SALARY OR RATE \$ 8984		18. REMARKS Last working day is 28 February 1969. 1152 telecoord. w/ Paul Seidel, R.B. - dnm 3/3/69 *Intel Asst according Intel Analyst Slot # 1 - Finance 1 - Security Henry L. Berthold C/WH/Personnel			
18A. SIGNATURE OF REGULATING OFFICER Henry L. Berthold C/WH/Personnel		DATE SIGNED 17 Feb 69		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER SA/Personnel 17 Feb 69	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. MOOTRS CODE 1
25. DATE OF BIRTH MO. DA. YR. 1 16 17		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. WTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 1-CY 2-SSA 3-FICA 4-VZB		30. RETIREMENT DATA CODE 0 B1000	
31. SEPARATION DATA CODE TYPE MO. DA. YR.		32. CORRECTION-CANCELLATION DATA MO. DA. YR.		33. SECURITY REQ. NO. 34. SEX	
35. VET. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.		36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.	
38. CAREER CATEGORY CODE CAR. RES. PROV. TEMP.		39. FECA/HEALTH INSURANCE CODE 0-WAIVER 1-YES		40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-BRIEF IN SERVICE 2-BRIEF IN SERVICE (LESS THAN 3 YEARS) 3-BRIEF IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	
44. STATE TAX DATA CODE NO. TAX EXEMPT. STATE CODE		45. POSITION CONTROL CERTIFICATION 3-6-69 je		46. OFF. APPROVAL K. Jordan DATE APPROVED	

SECRET

JLB: 10 MAR 69

DEF						NOTIFICATION OF PERSONNEL ACTION	
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)					
003620		VITALE GUY					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM				02 28 69		REGULAR	
A. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable	
X		CF TO V		CF TO CF		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS				9235 0620 0000		P.L. 88-643 SECT. 233	
				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION	
INTELLIGENCE ASST				1685		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0301, 28		08 8		8984	
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

SECRET

28 FEB 1969

MEMORANDUM FOR : Mr. Guy Vitale
THROUGH : Head of CS Career Service
SUBJECT : Notification of Approval of Request for
Voluntary Retirement

1. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.

2. Your retirement will become effective 28 February 1969 and your annuity will commence as of 1 March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.

3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

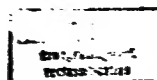
Robert S. Wattles
Director of Personnel

Distribution:
0 - Addressee
1 - D/Fers
1 - OP Files
1 - Soft File
1 - ROB Reader

OP BSD ROB/PJSeidel:jef

(27 February 1969)

SECRET



S E C R E T (When Filled In)	
CERTIFICATION OF SEPARATING EMPLOYEE	Name (Last-First-Middle) VITALE, GUY
MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER	
I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:	
✓	1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
✓	2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
	3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employers' Group Life Insurance Act of 1954).
	4. Standard Form 2802 (Application for Refund of Retirement Deductions).
✓	5. Form 2595 (Authorization for Disposition of Paychecks).
	6. Applicable to returnee (resignee from overseas assignment). I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. <input type="checkbox"/> Appointment arranged with Office of Medical Services. <input type="checkbox"/> Appointment for Office of Medical Services examination declined.
	7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
	8. Form 71 (Application for Leave).
	9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
	10. Instructions for returning to duty from Extended Leave or Active Military Service.
Signature of Employee Guy Vitale	Date Signed 28 Feb. '69
Address (Street, City, State, Zip Code) 1770 "H" St. N.E. Wash. D.C.	Correspondence <input type="checkbox"/> Overt <input checked="" type="checkbox"/> Covert
S E C R E T	

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE
TO: (Check) <input checked="" type="checkbox"/> CHIEF, RECORDS AND CONTROL		18 February 1960
<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION		FILE NUMBER 11326
<input type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)		EMPLOYEE NUMBER 003620
		ID CARD NUMBER
ATTN: Chief Support Staff	OFFICIAL COVER	<input type="checkbox"/> BACKSTOP ESTABLISHED
REF: Retirement Debriefing		<input checked="" type="checkbox"/> DISCONTINUED
SUBJECT: VITALE, Guy	UNIT	
KEEP ON TOP OF FILE WHILE COVER IS IN EFFECT		
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-200-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-200-11)
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE COB _____		DATE (as of COB) FROM EOD
B. CONTINUING AS OF COB		
SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)	
ASCERTAIN THAT _____ W-2 BEING ISSUED. (HNB 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.	
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2e)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY	
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2e)		
SUBMIT FORM 2688 <input checked="" type="checkbox"/> FOR HOSPITALIZATION CARD		
REMARKS AND/OR COVER HISTORY		
COVER HISTORY: Oct 49 - Jan 57 Hqs/Overt Jan 57 - Mar 60 Greece/DAC Mar 60 - Present Hqs/DAC		
FORWARDING ADDRESS: UNKNOWN		
EMPLOYMENT ADDRESS: UNKNOWN		
RE/kas		
DISTRIBUTION: COPY 1 - RCD COPY 2 - OPERATING COMPONENT COPY 3 - D/OS COPY 4 - DL/TELSVC COPY 5 - CCS - CHRONO COPY 6 - CCS - FILE		CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

SECRET

SECRET

(When Filled In)

DDP: 20 FEB 69

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 003620		2. NAME (LAST FIRST MIDDLE) VITALE, GUY	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM		4. EFFECTIVE DATE MO DA YR 02 23 69	
5. CATEGORY OF EMPLOYMENT REGULAR		6. FINANCIAL ANALYSIS NO. CHARGEABLE 9235 0600 0000	
7. CSC OR OTHER LEGAL AUTHORITY PL 38-643 SECT. 103		8. ORGANIZATIONAL DESIGNATIONS DDP/WH	
9. LOCATION OF OFFICIAL STATION WASH., D.C.		10. POSITION TITLE	
11. POSITION NUMBER		12. SERVICE DESIGNATION D	
13. CLASSIFICATION SCHEDULE (GS, LB, etc.)		14. OCCUPATIONAL SERIES	
15. GRADE AND STEP 08		16. SALARY OR RATE	
17. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE		23. INTEGRAL CODE		24. MONTH CODE		25. DATE OF BIRTH MO DA YR		26. DATE OF GRADE MO DA YR		27. DATE OF LEI MO DA YR	
28. INT. EMPLOY		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. CSC 2. CUB 3. FICA 4. NONE		31. SEPARATION DATA CODE		32. CORRECTION / CANCELLATION DATA TYPE MO DA YR		33. SECURITY REQ NO		34. SEX		EOD DATA			
35. VET PREFERENCE		36. SERV. COMP. DATE MO DA YR		37. LONG COMP. DATE MO DA YR		38. CAREER CATEGORY CAR RESV PROF TEMP		39. FEGLI / HEALTH INSURANCE CODE CODE 1. YES 2. NO		40. SOCIAL SECURITY NO.							
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO				44. STATE TAX DATA FORM EXECUTED 1. YES 2. NO							

SIGNATURE OR OTHER AUTHENTICATION

FORM 5-60 1150
MAY 1967

Use Previous Edition

SECRET

FVD

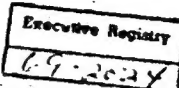
GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

SECRET

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 003620										2. NAME (Last-First-Middle) VITALE, GUY	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 2 23 69		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS X V TO V		7. COST CENTER NO. CHARGEABLE 9235 - 0620		8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 83-643 Sect. 203							
9. ORGANIZATIONAL DESIGNATIONS DDP/WII						10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (G.S. F.R. PAY)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP S		17. SALARY OR RATE S			
18. REMARKS											
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRITY CODE	24. MOD/RS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF REUSE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.		
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-YES 2-YES 3-NONE		31. SEPARATION DATA CODE	32. CONNECTION CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.			34. SEX		
35. VET. PREFERENCE CODE 0-NONE 1-5 YR 2-10 YR	36. SERV COMP DATE MO. DA. YR.	37. LONG COMP DATE MO. DA. YR.	38. CAREER CATEGORY CODE 1-YES 2-NONE	39. LEGAL HEALTH INSURANCE CODE 1-YES 2-NONE	40. SOCIAL SECURITY NO.						
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXEMPTION CODE NO. TAX EXEMPTIONS			44. STATE TAX DATA FORM EXEMPTION CODE NO. TAX EXEMPTIONS			
45. POSITION CONTROL CERTIFICATION						46. APPROVED <i>[Signature]</i>			DATE APPROVED 13 FEB 69		

SECRET



17 APR 1969

Mr. Guy Vitale
1730 H Street, N. W.
Washington, D. C. 20006


Dear Mr. Vitale:

As you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely,


Richard Helms
Director

Distribution:

0 - Addressee

1 - ER

1 - C/EAB/OS

1 - D/Pers

1 - OPF

1 - ROB

1 - ROB Reader

Originator:

Director of Personnel

Concur:

SIGNED

2 APR 1969

C/EAB/OS

OP/RAD/ROB/PJSeldel:jef (1 April 1969)

00000

SECRET

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Request for Voluntary Retirement
Guy Vitale

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.

2. Mr. Guy Vitale, GS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50j, to be effective 28 February 1959.

3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 21 years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.

4. It is recommended that you approve the voluntary retirement of Mr. Guy Vitale under the provisions of Headquarters Regulation 20-50j.

Robert S. Wattles
Director of Personnel

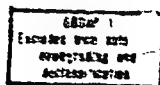
The recommendation contained in paragraph 4 is approved:

Richard S. Helms

Director of Central Intelligence

Date

SECRET



SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Jay			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 28 65		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS X V TO V CF TO V			7. COST CENTER NO. CHARGEABLE 6235-1162		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP/HH WH/C Miami Operations Branch PM Section			10. LOCATION OF OFFICIAL STATION Washington, D.C.		
11. POSITION TITLE INTELL. ASST. (D)			12. POSITION NUMBER 1506		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, FR, etc.) GS (07)		15. OCCUPATIONAL SERIES 0301.23		16. GRADE AND STEP 03 (4)	
17. SALARY OR RATE \$ 7553					
18. REMARKS From WH/C/MOB, PM Sec., #1142 P.R.A. per HR 20-21c(3) NTE December 1967. <div style="border: 1px solid black; padding: 5px; display: inline-block;">Recorded By CSPD f.p.</div>					
19A. SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN, C/WH/Pers.			DATE SIGNED 12-28-65		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER -W. J. Galt
DATE SIGNED 21 DEC 1965					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51500 68	22. STATION CODE 75015	23. INTEGRAL CODE	24. MOOTING CODE
25. DATE OF BIRTH MO. DA. YR. 10 16 17		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. NTE EXPIRES MO. DA. YR. 12 27 67		29. SPECIAL REFERENCE 1-CSC 2-HCS 3-NONE 83		30. RETIREMENT DATA CODE	
31. SEPARATION DATA CODE		32. CORRECTION, CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY RIG. NO.	
34. VET PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT		35. SERV. COMP. DATE MO. DA. YR.		36. LONG COMP. DATE MO. DA. YR.	
37. CAREER CATEGORY CODE		38. FEGLI HEALTH INSURANCE CODE 0-WAIVER 1-YES		39. SOCIAL SECURITY NO.	
40. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		41. LEAVE CAT. CODE		42. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO	
43. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		44. OP APPROVAL J. J. Galt		DATE APPROVED 12-23-65	

SECRET

MEMORANDUM FOR: Mr. Guy Vitale

20 October 1965

THROUGH : Head of D Career Service


SUBJECT : Notification of Non-eligibility for Designation as a
Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 6E-1319 Headquarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.


Emmett D. Echols
Director of Personnel


SECRET

Group I
Excluded from automatic
downgrading
and declassification

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Guy								12 December 1962	
3. NATURE OF PERSONNEL ACTION PROMOTION					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 01 20 63			5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS X V TO V CF TO V		V TO CF CF TO CF		7. COST CENTER NO. CHARGE-ABLE 3232-1000-1000			8. LEGAL AUTHORITY (Completed by Office of Personnel)				
9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch					10. LOCATION OF OFFICIAL STATION Washington, D.C.						
11. POSITION TITLE OPS OFFICER					12. POSITION NUMBER 0683		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 08 (3)		17. SALARY OR RATE \$6500				
18. REMARKS Promotion recommendation attached. Fitness Report submitted previously.											
<div align="right"> Recorded by CCPD <i>live</i> </div>											
104. SIGNATURE OF REQUESTING OFFICIAL Louis W. Armstrong				DATE SIGNED 14 Dec 62		105. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>H. J. ...</i>				DATE SIGNED 11/7/63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 32 10		20. EMPLOY CODE 61300		21. OFFICE CODING TFW		22. STATION CODE 75013		23. INTEROFF CODE 1		24. DATE OF BIRTH 10/16/17	
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REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Guy		12 December	
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS  X V TO V CF TO V			7. COST CENTER NO. CHARGEABLE 3232-1000-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch			10. LOCATION OF OFFICIAL STATION Washington, D.C.		
11. POSITION TITLE OPS OFFICER (D)			12. POSITION NUMBER 0633		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS (09)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 03 (3)	
17. SALARY OR RATE \$6500		18. REMARKS Promotion recommendation attached. Fitness Report submitted previously.			
18A. SIGNATURE OF REQUESTING OFFICIAL LOUIS W. ARISTROME, C/TFW/Pers.		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
DATE SIGNED					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEREST CODE	24. MONTHS CODE
25. DATE OF BIRTH MO. DA. YR.	26. DATE OF DEATH MO. DA. YR.	27. DATE OF LEI MO. DA. YR.			
28. RATE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATE 1 - CSC 3 - FICA 5 - NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.
34. SER					
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 yr. 2 - 10 yr.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RESV PROV/TEMP	39. FEELI / HEALTH INSURANCE CODE CODE 0 - neither 1 - YES	40. SOCIAL SECURITY NO.
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO
45. POSITION CONTROL CERTIFICATION		46. O.P. APPROVAL		DATE APPROVED	

FORM 1152 OBSOLETE PREVIOUS EDITIONS AND FORM 1152A.

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SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								12 March 1962	
003620		VITALE, Guy (IMI)									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS					MONTH DAY YEAR 03 18 62			REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
X		CF TO V		CF TO CF		2235-1400-1000					
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION						
DDP/WH Branch 4 FI/CI Sec.					Washington, D. C.						
11. POSITION TITLE					12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION			
INTELL ASST					0685			D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP			17. SALARY OR RATE			
GS (2)			0301.28		07 (3)			\$ 5685			
18. REMARKS											
From: DDP/EE/CS/Dev.Compl., D.C. Security Approved 3/4/62 my 3/4/62 CONCURRENCE: Frank Driscoll (per phone) EE/Personnel Officer 1 copy to Security											
19. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19a. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
JAMES DURHAM, WH/4 Pers. Officer						[Signature]					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. DATE OF BIRTH		21. OFFICE CODE		22. STATION CODE		23. INTEREST CODE		24. DATE OF BIRTH		25. DATE OF GRADE	
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REQUEST FOR PERSONNEL ACTION														6 June 1960		
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Pref.		5. Sex		6. CS - EOD			
503620		VITALE GUY				Mo. Da. Yr. 10 16 17			None-0 5 Pt-1 10 Pt-2 Code 1		M 1		Mo. Da. Yr. 09 13 49			
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCB		13. Mil. Serv. Credit, LCB			
Mo. Da. Yr. 10 24 42		Yes-1 No-2 Code 1		50 USCA 403		Mo. Da. Yr. Mo. Da. Yr.			Yes-1 No-2 Code		Mo. Da. Yr. 09 13 49		Yes-1 No-2 Code 2			

PREVIOUS ASSIGNMENT													
14. Organizational Designations:						Code		15. Location Of Official Station				Station Code	
DDP EE ATHENS STATION OPERATIONS STAFF RECORDS INTEGRATION SECTION						5231		ATHENS, GREECE				29501	
16. Dept. - Field		17. Position Title				18. Position No.				19. Serv.		20. Occup. Series	
Dept. - US/Id - Frgn Code 5		INTELL ASST				1809				GS		0301.28	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number			
07 1		\$ 4980		DS		Mo. Da. Yr. 09 06 59		Mo. Da. Yr. 09 04 60		0139 9350 3018			

ACTION											
27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		67		Mo. Da. Yr. 06 12 60		REGULAR		25			

PRESENT ASSIGNMENT													
31. Organizational Designations						Code		32. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLEMENT EE DIVISION						5258		WASH., D.C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.				36. Serv.		37. Occup. Series	
Dept. - US/Id - Frgn Code 1						661200							
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number			
		\$		D		Mo. Da. Yr. Mo. Da. Yr.		Mo. Da. Yr. Mo. Da. Yr.		0320 1998			

SOURCE OF REQUEST													
A. Requested By (Name And Title)								C. Request Approved By (Signature And Title)					
J. E. Personnel													
Additional Information Call (Name & Telephone Ext.)													
Annell M. Weiland X3884													
CLEARANCES													
Clearance		Signature		Date		Clearance		Signature		Date			
A. Career Board		J. E. Personnel		14 JUN 1960		Placement		J. E. Personnel		14 JUN 1960			
B. Pos. Control						E. Approved By		J. E. Personnel		14 JUN 1960			
C. Classification													
Remarks In-casual FCS RETURNEE													

Pre 1960 Requests for
Personnel Action

SECRET
(When Filled In)

1. PLANS, SERIAL NO.		BIOGRAPHIC PROFILE (PART I)		SCD: 24 Oct 1942	
03630					
2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMPL. DATE	
VITALS, Guy (nmn)		N	Oct 1917	13 Sep 1949	
6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. em- ployee)	8. YEARS OF BIRTH		9. US NATURALIZATION DATE(S)	
Single	<input checked="" type="checkbox"/> 0			NA SPOUSE	
10. CAREER STAFF STATUS	MEMBERSHIP	11. OTHER STATUS	12. LAST MED. RPT. QUAL. FOR	13. EVAL. FOR	
<input checked="" type="checkbox"/> Jul 1954			Apr 1960	Dept Duties O/S Returnee	
14. CURRENT RESERVE STATUS	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3
<input checked="" type="checkbox"/> X					
15. ASSESSMENT DATE		16. PROFESSIONAL TEST DATE		17. LANGUAGE APTITUDE TEST DATE	
None		None		None	
18. NON-CIA EMPLOYMENT					
1938-41 Various jobs for short periods of time; also unemployed during part of this time. 1942-46 Military Service, US Army, Sgt 1946-49 Library of Congress, DC - Book Room Attendant					
19. NON-CIA EDUCATION					
1937-38 Kents Hill Jr College, Maine 1948-50 George Washington, DC - Poli Sci					
20. FOREIGN LANGUAGE ABILITIES (Language, Profi- ciency, Date Tested)		None			
21. AGENCY SPONSORED TRAINING					
1962 Reds Off Crs					
22. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & ORG. TITLE (If any)	LOCATION
Sep 1949	Messenger 0302.01	CPC 3		CAD/Admin/Mail&CourierSect	Hq
Sep 1950	File Clerk 0305.01	CS-3		REE/Map/Proc&RefBr	"
Jul 1951	" " 0305.01	4		RR/Geo/Map Library Br	"
Nov 1952	" " 0305.01	4		ORR/Ch, GeoRes/MapLibrary/ProcBr	"
Sep 1955	" " 0305.01	5	IR	" " " " " " " "	"
Dec 1956	Clerk 0301.26	5	DS	DDP/SE/OpsDiv/Rpts, Index&Biog	Athens
Oct 1957	" " 0301.26	6	DS	" " " " " " " "	"
Aug 1958	Intel Asst 0301.28	6	DS	DDP/SE/OpsStf/RI Section	"
Sep 1959	" " 0301.26	7	DS	" " " " " " " "	"
Jun 1960	" " 0301.26	7	D	DDP/EE/CS/CSDevComp	Hq
Mar 1962	" " 0301.26	7	D	DDP/AM/Br-1/FI/CI Sec	"
Jan 1963	Ops Off 0136.01	8	D	DDP/TFN/FI/CI Br	"
23. DATE REVIEWED		24. PROFILE REVIEWED BY		25. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE	
25 Jan 1965		hc		<input checked="" type="checkbox"/> No	


FORM 1200 (PART I) USE PREVIOUS EDITIONS.

SECRET

PROFILE

(4)

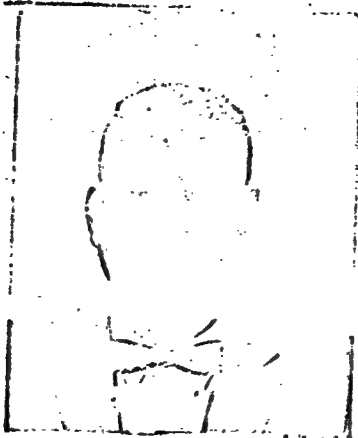
SECRET
(When Filled In)

PERS. SERIAL NO. 03620		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) VITALE, Guy (nm)		DATE OF BIRTH Oct 1917	
22. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS			
 <p>VITALE, Guy</p>			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
26. ADDITIONAL INFORMATION. Commendation 1960 from Ch, EE Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.			
27. DATE REVIEWED 25 Jan 1965		28. PROFILE REVIEWED BY hc	

SECRET
(When Filled In)

1. PERS. SERIAL NO.		BIOGRAPHIC PROFILE (PART I)			SCD: 24 Oct 1942	
003620		2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE
VITALE, Guy (nm)				M	16 Oct 1917	13 Sep 1949
6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. em- ployee)	8. NO.	9. YEAR-EST. OF BIRTH	10. US NATURALIZATION DATE(S)		
Single		0		NA		
11. CAREER STATUS	MEMBERSHIP	OTHER STATUS		10. LAST MED. RPT.	QUAL. FOR	EVAL. FOR
STATUS	Jul 1954			Apr 1960	Dept Duties	0/3 Returnee
11. CURRENT RESERVE STATUS	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. -1	RELEASE TO MIL. SER. CAT. -2	TO BE DEFERRED CAT. -3	
	X					
12. ASSESSMENT DATE		13. PROFESSIONAL TEST DATE		14. LANGUAGE APTITUDE TEST DATE		
None		None		None		
15. NON-CIA EMPLOYMENT						
1938-41 Various jobs for short periods of time; also unemployed during part of this time.						
1942-46 Military Service, US Army, Sgt						
1946-49 Library of Congress, DC - Clk; Libr Asst						
16. NON-CIA EDUCATION						
1937-38 Kents Hill Jr College, Maine						
1948-50 George Washington, DC - Poli Sci						
1957 American Mission Sch, Athens, Greece - Greek (3 mos)						
17. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None				
18. AGENCY SPONSORED TRAINING						
1962 Reds Off Crs						
19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)						
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORG. TITLE (if any)	LOCATION	
Sep 1949	Messenger	0302.01	CPC 3	C&D/Admin/Mail&CourierSect	Hq	
Sep 1950	File Clerk	0305.01	GS-3	R&E/Map/Proc&RefBr	"	
Jul 1951	"	0305.01	4	ER/Geo/Map Library Br	"	
Nov 1952	"	0305.01	4	ORR/Ch, GeoRes/MapLibrary/Proc2r	"	
Sep 1956	"	0305.01	5 IR	" " " " " " " "	"	
Dec 1956	Clerk	0301.26	5 DS	DDP/SE/OpsDiv/Rpts, Index&Blg	Athens	
Oct 1957	"	0301.26	6 DS	" " " " " " " "	"	
Aug 1958	Intel Asst	0301.28	6 DS	DDP/SE/OpsStf/RI Section	"	
Sep 1959	"	0301.26	7 DS	" " " " " " " "	"	
Jun 1960	"	0301.26	7 D	DDP/EE/CS/CSDevCorp	Hq	
Mar 1962	"	0301.26	7 D	DDP/WH/Br-4/FI/CI Sec	"	
Jan 1963	Ops Off	0136.01	8 D	DDP/TFH/FI/CI Br	"	
May 1965	"	0136.01	8 D	DDP/WH/C/Miami Ops Er	"	
Dec 1965	Intel Asst	0301.28	8 D	" " " " " " " "	"	
May 1968	Intel Anal	0132.35	8 D	DDP/WH/C	"	
20. DATE REVIEWED		21. PROFILE REVIEWED BY		22. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE		
6 Feb 1969		hc		No		

SECRET
(When Filled In)

PERS. SERIAL NO. 03620		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) VITALE, Guy (nm)		DATE OF BIRTH 16 Oct 1917	
22. <div style="text-align: center;"> VITALE, Guy [initials]</div>			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
26. ADDITIONAL INFORMATION Commendation 1960 from Ch, ES Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.			
27. DATE REVIEWED 6 Feb 1969		28. PROFILE REVIEWED BY hc	

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Vitale, Guy			2. DATE OF BIRTH 10/16/17	3. SEX M	4. GRADE 08
					5. SO D
6. OFFICIAL POSITION TITLE Intelligence Asst.			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/COG		8. CURRENT STATION Hqs.
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. July 1968			12. REPORTING PERIOD (From - to) 1 July 67 - 30 June 68		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.					RATING LETTER P
SPECIFIC DUTY NO. 2 Assists personnel with machine name traces and other operational support assistance.					RATING LETTER P
SPECIFIC DUTY NO. 3 Preparation of biographic input sheets for machine processing into the Cuban IS program.					RATING LETTER P
SPECIFIC DUTY NO. 4 As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.					RATING LETTER P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<p align="center">OVERALL PERFORMANCE IN CURRENT POSITION</p> <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>					
					RATING LETTER P

SECRET
(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Vitale since he was assigned to me initially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

2/18/68

SIGNATURE OF EMPLOYEE

Ernest Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

9

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

18 July

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

Alva King
Alva King

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the evaluation of this employee as presented above.

DATE

13 July 1968

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/COG/OS

TYPED OR PRINTED NAME AND SIGNATURE

Thos. J. Barrett
Thos. J. Barrett

SECRET

SECTION C/Continued

NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.


Robert J. Weatherwax

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
1. NAME VITALE Guy		2. DATE OF BIRTH 16 Oct 17	3. SFA M	4. GRADE GS-08	5. SD D
6. OFFICIAL POSITION TITLE Intell Asst		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/COG		8. CURRENT STATION Washington	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to) 1 July 1966 - 30 June 1967			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Maintains project and agent 201 files for the Branch's paramilitary program.					S
SPECIFIC DUTY NO. 2 Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies.					A
SPECIFIC DUTY NO. 3 Aids in conducting name traces and in processing operational clearances.					P
SPECIFIC DUTY NO. 4 As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.					P
SPECIFIC DUTY NO. 5 Assists in conduct of input to Cuban I.S. Machine Records Program.					P
SPECIFIC DUTY NO. 6 <div style="text-align: right;">31 AUG 1967</div>					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					P

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1.		BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
25 Aug '67	[Signature]		
2.		BY SUPERVISOR	
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 August 1967	Section Chief, PM Operations	[Signature] Ernest Chiocca	
3.		BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL			
<p>As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 AUG 1967	C/WH/COG/XO	[Signature] Robert A. Ortman	

SECRET

SECRET

11 May 1960
File K-1849

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : VITALE, Guy, nml

1. Cover arrangements are in process, and ~~///~~ have been completed for the above-named Subject.

2. Effective 1 April 1960, it is requested that your records be properly blocked ~~////////~~ to deny ~~////////~~ Subject's current Agency employment to an external inquirer.

3. ~~////////////////////////~~

Paul P. Little
HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS

THIS MEMO MUST REMAIN
SECRET
ON TOP OF FILE--

FORM 1-58 1580a

(4-13-40)

5-760
012

SECRET

(When Filled In)

ALB: 10 MAR 69

DEF				NOTIFICATION OF PERSONNEL ACTION	
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)			
003620		VITALE GUY			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM			02 08 1969		REGULAR
6. FUNDS			7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF			0235 0620 0000		F.L. 88-643 SECT. 233
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/WH WH/COG OPERATIONS BRANCH WH SECTION			WASH., D.C.		
11. POSITION TITLE			12. POSITION NUMBER		13. SERVICE DESIGNATION
INTELLIGENCE ASST			1685		0
14. CLASSIFICATION SCHEDULE (GS 18 4N)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	17. SALARY OR RATE
GS		0301.26		08 6	8984
18. REMARKS					

1. LAST NAME FIRST NAME INITIAL(S)			2. APPOINTMENT DATA			3. TOTAL SERVICE FOR LEAVE (as of date of separation)		
VITALE GUY			Entered on duty <u>9-13-49</u> F, T <input checked="" type="checkbox"/> P, T <input type="checkbox"/> Subject to Sec. 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input type="checkbox"/> Ceased to be subject to Sec. 203(d) on _____ Annual Leave Bal. _____			Years <u>26</u> Months <u>1</u> Days <u>4</u> <input type="checkbox"/> More than 15 years		
4. DATE AND NATURE OF SEPARATION			5. SUMMARY OF ANNUAL AND SICK LEAVE			6. SUMMARY OF HOME LEAVE		
2-28-69 RETIREMENT CIARDS			(HOURS) 5. Balance from prior leave year ended <u>1-11-69</u> 19 <u>69</u> <u>274</u> <u>1655</u> 6. Current leave year accrual through <u>3-08-69</u> 19 <u>69</u> <u>24</u> <u>12</u> 7. Total <u>298</u> <u>1667</u> 8. Reduction in credits, if any (current year) <u>0</u> <u>0</u> 9. Total leave taken <u>4</u> <u>0</u> 10. Balance <u>294</u> <u>1667</u>			(DAYS) 14. Date arrival abroad for HL purposes _____ 15. Current balance as of _____ 19 _____ 16. 12-month accrual rate _____ 17. Dates leave used, prior 24 months _____ 18. Monthly accrual date _____ 19. Calendar days credit for next accrual date _____ 20. Date basic service period completed _____		
11. Total hours paid in lump sum <u>274 hrs</u>			21. Dates during current calendar yr. _____ to _____			22. Dates during preceding calendar yr. _____ to _____		
12. Salary rate(s) <u>\$8984</u>			23. During leave year in which separated _____			24. During step-increase waiting period which began on <u>1-14-68</u>		
13. Lump sum leave dates from <u>0830 3-3-69</u> to <u>4-18-69</u> <u>1030</u> (Hours)			25. During 12-month HL accrual period (date): _____			ABSENCE WITHOUT PAY LWOP or AWOL or Furlough/Suspension (Hours) <u>0</u> <u>0</u> <u>0</u> <u>0</u>		
26. Certified correctly <u>MESE</u> <u>11/17/69</u> (Signature) (Date)			FOR CHIEF PAYROLL <u>143-2595</u> (Telephone)					

SCD
10-24-42Standard Form 1150
November 1965
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENTS 296-31 ANTY 950-2

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF THE 90-200 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	GRN	FUNDS	GS-STEP	OLD SALARY	NEW SALARY
VITALE GUY	005520	51	300	V GS 02 0	\$ 8,614	\$ 8,996

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 005520		2. NAME (LAST-FIRST-MIDDLE) VITALE GUY	
3. NATURE OF PERSONNEL ACTION A. ASSIGNMENT		4. EFFECTIVE DATE MO. DA. YR. 05 10 68	
5. CATEGORY OF EMPLOYMENT		6. FINANCIAL ANALYSIS NO. CHARGEABLE	
7. CSC OR OTHER LEGAL AUTHORITY		8. LOCATION OF OFFICIAL STATION WASH., D.C.	
9. ORGANIZATIONAL DESIGNATIONS DIR/WH DIVISION WH SECTION		10. POSITION NUMBER 1485	
11. POSITION TITLE INTEL ANALYST		12. CAREER SERVICE DESIGNATION D	
13. CLASSIFICATION SCHEDULE (GS, 18, etc.) GS		14. OCCUPATIONAL SERIES 0132.35	
15. GRADE AND STEP 0A		16. SALARY OR RATE	
17. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

POSTED

5/17/68

C/WH/CCG

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP CODES	
003620		VITALE GUY		51 500		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 08	5	\$ 7,781	01/16/66	GS 08	6	\$ 8,008	01/14/68		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEES IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>Carl J. Villanueva</i>							DATE 17 Nov 67		
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS NM				AUDITED BY <i>[Signature]</i>					
FORM 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)									

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,"

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51	500	V GS 08 5	\$ 7,781	\$ 8,008

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY						

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 49-301
PURSUANT TO AUTHORITY OF IOI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 2 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51	500	V GS 08 4	\$ 7,290	\$ 7,553

G-33

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
003620		VITALE GUY		51 500 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 08 4		\$ 7,553	01/19/64	GS 08 4		\$ 7,791	01/15/66
7. TYPE ACTION							
PSI LSI ADJ.							
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>ST</i> AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i>				DATE: 23 Nov 65			
PAY CHANGE NOTIFICATION							

P.JH: 29 DEC 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION												
OCF												
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)										
003620		VITALE GUY										
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT						12 28 65		REGULAR				
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY		
		CF TO V		CF TO CF		6235 1162 0000		50 USC 403 J				
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION						
DDP/WH WH/C MIAMI OPERATIONS BR/PM SECTION						WASH., D.C.						
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION				
INTELLIGENCE ASST						1506		D				
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS				0301.28		08 4		7553				
18. REMARKS												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Hdqtr. Code	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
37	10	51500	WH	75013		1	MO	DA	YR	MO	DA	YR
							10	16	17			
28. HIE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		
NO. DA. YR		1 - CSC 2 - FICA 3 - NONE		CODE		TYPE		MO DA. YR		34. SEX		
12 27 67		83						EOD DATA				
35. VET. PREFERENCE		36. SERV. COMP. RATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
CODE		MO DA. YR		MO DA. YR		CAN. HAWAII PRIN. TEMP.		CODE		CODE		
0 - NONE 1 - 5 PT. 2 - 10 PT.								0 - WAIVER 1 - YES		HEALTH INS. CODE		
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA				
CODE				CODE		FORM EXECUTED CODE		NO TAX EXEMPTIONS		STATE TAX DATA		
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS? 3 - BREAK IN SERVICE MORE THAN 3 YRS?						1 - YES 2 - NO		1 - YES 2 - NO		NO TAX STATE CODE EXEMPT		
SIGNATURE OR OTHER AUTHENTICATION												
<div style="border: 2px solid black; padding: 5px; transform: rotate(-15deg); display: inline-block;"> POSTED 12796 </div>												

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification(4-51)
(When Filled In)

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/65

1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)		3 NATURE OF PERSONNEL ACTION		4 EFFECTIVE DATE		5 CATEGORY OF EMPLOYMENT	
003690		VITALE GUY		REASSIGNMENT		05 31 65			
6 FUNDS		7 COST CENTER NO. CHARGEABLE		8 CSC OR OTHER LEGAL AUTHORITY					
X		5235 1162 0000							
9 ORGANIZATIONAL DESIGNATIONS		10 LOCATION OF OFFICIAL STATION							
DDP/WH DIVISION WH C MIAMI OPS BR PM SEC		ASH., D. C.							
11 POSITION TITLE		12 POSITION NUMBER		13 CAREER SERVICE DESIGNATION					
OPS OFFICER		1142		D					
14 CLASSIFICATION SCHEDULE (GS, LB, etc.)		15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OR RATE			
GS		0136.01		08					
18. REMARKS									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 6-10-65 JH </div>									
SIGNATURE OF OTHER AUTHENTICATION									

SECRET

**SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE
AND STEP AS INDICATED IN CHART BELOW.**

[illegible]

Serial No. 1 2 Name 3 Cert. Center Number 4 LWOP Hours

003620 VITALE GUY 49 300 V 37F

5 OLD SALARY RATE 6 NEW SALARY RATE 7 TYPE ACTION

Grade	Step	Salary	Last IN Date	Grade	Step	Salary	Effective Date	PSI	LS	ADL
GS 06	3	\$ 6810	01/20/63	GS 08	4	\$ 7020	01/19/64			

8 Remarks and Authorization

/ / NO EXCESS LWOP
 / / IN PAY STATUS AT END OF WAITING PERIOD
 / / LWOP STATUS AT END OF WAITING PERIOD
 CLERKS INITIALS AUDITED BY *flr*
 SALARY CONTINGENT ON CONGRESSIONAL APPROVAL

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS
 OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: *Charles V. Vitale* DATE: *3/25/63*

PAY CHANGE NOTIFICATION

Form 560
9-61

Obsolete Previous Edition

(431)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DGI
 MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS,
 EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
VITALE GUY	003620	49	300	V GS 08 3	\$ 6,500	\$ 6,810

BAR: 18 JAN 63

SECRET
(When Filled In)

OCF NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (FIRST-INITIAL-MIDDLE)							
003620		VITALE GUY							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
PROMOTION					01 20 63		REGULAR		
6. FUNDS		7. TO TO		8. TO TO		9. COST CENTER NO. CHARGEABLE		10. CSC OR OTHER LEGAL AUTHORITY	
X		CF TO W		CF TO CF		3232 1000 1000		50 USC 403 J	
11. ORGANIZATIONAL DESIGNATIONS					12. LOCATION OF OFFICIAL STATION				
DDP TASK FORCE W FI/CI BRANCH					WASH., D. C.				
13. POSITION TITLE					14. POSITION NUMBER		15. CAREER SERVICE DESIGNATION		
OPS OFFICER					0683		D		
16. CLASSIFICATION SCHEDULE (GS, LB, WFL)			17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE		
GS			0135.01		09 3		6500		
20. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODING	24. STATION CODE	25. INTERFER CODE	26. HEIGHT CODE	27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF LEI	
22	10	61300	TEW	75013	1	10 16 17	01 20 63	01 20 63	
30. NTE EXPIRES		31. SPECIAL REFERENCE		32. RETIREMENT DATA		33. SEPARATION DATA CODE		34. CORRECTION/CANCELLATION DATA	
NO. DA YR								EOD DATA	
35. VET. PREFERENCE		36. SERV. COMP. DATA		37. LONG COMP. DATE		38. CAREER CATEGORY		39. REG. HEALTH INSURANCE	
CODE		NO. DA YR		NO. DA YR		EAS BCSV		CODE	
0 - NONE						PROV TEMP		CODE	
1 - 5 PT								CODE	
2 - 10 PT								CODE	
40. PREVIOUS GOVERNMENT SERVICE DATA		41. LEAVE CAT.		42. FEDERAL TAX DATA		43. STATE TAX DATA		44. SOCIAL SECURITY NO.	
CODE		CODE		CODE		CODE		CODE	
0 - NO PREVIOUS SERVICE				FORM EXECUTED: CODE		NO TAX EXEMPTIONS		FORM EXECUTED	
1 - NO BREAK IN SERVICE				1 - YES				1 - YES	
2 - BREAK IN SERVICE LESS THAN 3 YEARS				2 - NO				2 - NO	
3 - BREAK IN SERVICE MORE THAN 3 YEARS								CODE	
								NO TAX EXEMPT.	
								STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 02/21/63 </div>									

FORM 4-62 1150

Use Previous Edition

JAN 1963

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(When Filled In)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 47 - 793 AND
 OGI MEMORANDUM DATED 1 AUGUST 1955, SALARY IS ADJUSTED AS FOLLOWS.
 EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST SALARY	OLD GR-ST SALARY	NEW GR-ST SALARY	NEW GR-ST SALARY
VITALE GUY	003620	A1000	V	07 4	\$ 5850	07 4	\$ 6095

232-1000

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
003620		VITALE GUY		61 000 V 2A			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 07	3	\$ 5,685	09/03/61	GS 07	4	\$ 5,850	09/02/62
7. TYPE ACTION							
PSI LSI ADJ							
8. Remarks and Authentication							
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD </div> <div> CLERKS INITIALS </div> <div> AUDITED BY </div> </div> <div style="text-align: center; margin-top: 10px;"> PAY CHANGE NOTIFICATION </div>							

SECRET
(When Filled In)

1. Social No.		2. Name		3. Cost Center Number		4. LWOP Hours	
003620		VITALE GUY		000/FF		UV	
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last P.H. Date	Grade	Step	Salary	Effective Date
GS	07 2	5,520	09/04/60	07	3	5,685	09/03/61
							7. TWT ACTION FSI LSI ADJ
							X
8. Remarks and Authentication							
<p align="center">2-0-10 NO EXCESS LWOP</p> <p align="center">IN PAY STATUS AT END OF WAITING PERIOD</p> <p align="center">IN LWOP STATUS AT END OF WAITING PERIOD</p> <p align="center">GUY 9/26/61</p>							
<p align="center">PAY CHANGE NOTIFICATION</p>							

Form 7-60 560

Obsolete Previous Edition

SECRET

(4-61)

ABM: 20 MAR 62

SECRET
(When Filled In)

OCF												NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER						2. NAME (LAST-FIRST-MIDDLE)						3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE						5. CATEGORY OF EMPLOYMENT					
003620						VITALE GUY						REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS						03 18 62						REGULAR					
6. FUNDS						7. CUST CENTER NO. CHARGEABLE						8. CSC OR OTHER LEGAL AUTHORITY																	
X						2235 1400 1000						50 USC 403 J																	
9. ORGANIZATIONAL DESIGNATIONS												10. LOCATION OF OFFICIAL STATION																	
DDP WH BRANCH 4 FI CI SEC												WASH., D. C.																	
11. POSITION TITLE						12. POSITION NUMBER						13. CAREER SERVICE DESIGNATION																	
INTELLIGENCE ASST						0685						D																	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)						15. OCCUPATIONAL SERIES						16. GRADE AND STEP						17. SALARY OR RATE											
GS						0301.28						07 3						5685											
18. REMARKS																													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																													
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTERSEE CODE		24. MARRIAGE CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI													
16		10		64450 WH		75013				1		10 16 17																	
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA		33. SECURITY REG NO		34. SEX																	
MO. DA. YR.				1. CSC 2. PICA 3. NONE		CODE		TYPE		MO. DA. YR.																			
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. CREDIT LCO		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO																			
CODE		MO. DA. YR.		MO. DA. YR.		1. YES 2. NO		CODE		1. YES 2. NO																			
41. PREVIOUS GOVERNMENT SERVICE DATA						42. LEAVE CAT.						43. FEDERAL TAX DATA						44. STATE TAX DATA											
CODE						CODE						CODE						CODE											
1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE 3. APLAN IN SERVICE (LESS THAN 12 MOS) 4. BREAK IN SERVICE (MORE THAN 12 MOS)						1. YES 2. NO						1. YES 2. NO						1. YES 2. NO											
SIGNATURE OR OTHER AUTHENTICATION																													

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 503620		2. NAME VITALE GUY			3. ASSIGNED ORGN. DDP/CF		4. FUNDS UV	5. ALLOTMENT			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA.	YR.				MO	DA.	YR.
GS 07	1	\$ 5,355	09	06	59	GS 07	2	\$ 5,520	09	04	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK			11. AUDITED BY		
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD											
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.B.I. <input type="checkbox"/> L.B.I. <input type="checkbox"/> PAY ADJUSTMENT						2 000					
14. AUTHENTICATION											
EMMETT D. ECHOLS											
PAY CHANGE NOTIFICATION											

FORM
8-58560 OBSOLETE PREVIOUS EDITION
REPLACES FORM 560A AND 560B.**SECRET**

OFFICIAL PERSONNEL FOLDER (4)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED
1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	VITALE GUY	503620	52 88	GS-07 1	\$ 4,990	\$ 5,355

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
ARE: 10 JUNE 1960														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - EOD	
503620		VITALE GUY				Mo. Da. Yr. 10 16 17			Non-0 5 Pt-1 10 Pt-2		Code 1 M 1		Mo. Da. Yr. 09 13 49	
7. SCD		8. CSC Rmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. MIL. SER. CTS	
Mo. Da. Yr. 10 24 42		Yes - 1 No - 2 1		50 USCA 403 J		Mo. Da. Yr. 10 16 17			Yes-1 No-2 Code		Mo. Da. Yr. 09 13 49		Yes - 1 No - 2 Code 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DOP EE ATHENS STATION OPERATIONS STAFF RECORDS INTEGRATION SECTION				5231		ATHENS, GREECE				29501	
16. Dept. - Field		17. Position Title		18. Position No.				19. Serv.		20. Occup. Series	
Dept - 1 USIld - 3 Frqn - 5		Code 5 INTELL ASST		1809				GS		0301.28	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
07 1		\$ 4980		DS		Mo. Da. Yr. 09 106 159		Mo. Da. Yr. 09 104 160		0139 9350 3018	

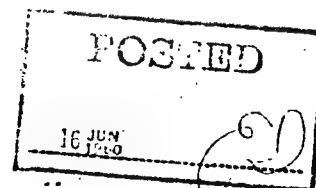
ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		67		Mo. Da. Yr. 06 12 60		REGULAR		25			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLEMENT EE DIVISION				5288		WASH., D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.				36. Serv.		37. Occup. Series	
Dept - 1 USIld - 3 Frqn - 5		Code 1 INTELL ASST		061260				GS		0301.28	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
07 1		\$ 4980		D		Mo. Da. Yr. 09 106 159		Mo. Da. Yr. 09 104 160		10320 1998	

44. Remarks
CASUAL (PCS RETURNEE)



Pre 1960 Notifications
of Personnel Action

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
SECTION A					GENERAL	
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
Vitale, Guy			10/16/17	M	08	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Intelligence Asst.			DDP/WH/COG		Hqs.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER: <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN G.P.			12. REPORTING PERIOD (From - to)			
July 1968			1 July 67 - 30 June 68			
SECTION B						
PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.						P
SPECIFIC DUTY NO. 2						RATING LETTER
Assists personnel with machine name traces and other operational support assistance.						P
SPECIFIC DUTY NO. 3						RATING LETTER
Preparation of biographic input sheets for machine processing into the Cuban IS program.						P
SPECIFIC DUTY NO. 4						RATING LETTER
As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.						P
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER
						P

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Mr. Vitale since he was assigned to ^{AUG 6} essentially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.</p> <p>Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
2/18/68	<i>Harry Vitale</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
9			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
18 July		<i>Alva King</i> Alva King	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
I concur in the evaluation of this employee as presented above.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
13 July 1968	C/WH/COG/OS	<i>Thos. J. [Signature]</i> Thos. J. [Signature]	

SECRET

SECTION C/Continued

NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax
Robert J. Weatherwax

Fol Control

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
VITALE Guy			16 Oct 17	M	GS-08 D
6. OFFICIAL POSITION TITLE			7. OFF. DIV. OR OF ASSIGNMENT 8. CURRENT STATION		
Intell Asst			DDP/WH/COG Washington		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 July 1966 - 30 June 1967		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Maintains project and agent 201 files for the Branch's paramilitary program.					S
SPECIFIC DUTY NO. 2					RATING LETTER
Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies.					A
SPECIFIC DUTY NO. 3					RATING LETTER
Aids in conducting name traces and in processing operational clearances.					P
SPECIFIC DUTY NO. 4					RATING LETTER
As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.					P
SPECIFIC DUTY NO. 5					RATING LETTER
Assists in conduct of input to Cuban I.S. Machine Records Program.					P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					P

31 AUG 1967

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p style="text-align: right;">AUG 31 9 26 AM '67</p> <p>Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
25 Aug '67	Guy Vitale		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 August 1967	Section Chief, PM Operations	Ernest Chiocca Ernest Chiocca	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 AUG 1967	C/WH/COG/MO	Robert A. Ortman Robert A. Ortman	

SECRET

SECRET

(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 003620	
SECTION A GENERAL							
1. NAME (Last) VITALE (First) Guy (Middle)			2. DATE OF BIRTH 16 Oct 17	3. SEX M	4. GRADE GS-08	5. SO D	
6. OFFICIAL POSITION TITLE Intelligence Analyst			7. OFF. DIV/BR OF ASSIGNMENT DDP/WH/C		8. CURRENT STATION Wash., D.C.		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE				
11. DATE REPORT DUE IN D.P.			12. REPORTING PERIOD (From - to) 1 July 1965 - 30 June 1966				
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							RATING LETTER
SPECIFIC DUTY NO. 1 Maintains project and agent 201 files for an extensive paramilitary program.							S
SPECIFIC DUTY NO. 2 Locates and maintains material for use in briefings and the conduct of liaison with other government agencies.							P
SPECIFIC DUTY NO. 3 Aids in conducting name traces and processing clearances.							P
SPECIFIC DUTY NO. 4 As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.							P
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							P
							29 JUL 1966

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated by subject in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

JUL 26 4 07 PM '66

Mr. Vitale's principal qualification is his background knowledge of the operational history of Cuban paramilitary operations. This has afforded the branch considerable continuity. He is a very willing worker who gets along well with fellow employees. His knowledge of and experience in handling records and locating material makes him valuable in headquarters support of WH/Cuba paramilitary case officers - a task he performs in a loyal and dependable manner.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 11 July 1966	SIGNATURE OF EMPLOYEE <i>Greg Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 10 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR C/WH/C/MO/PM	TYPED OR PRINTED NAME AND SIGNATURE <i>Bryan Mills</i> Bryan Mills
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL I have had opportunity to observe subject's performance closely for nine months and while I generally concur in his supervisor's ratings of the duties as listed, it should be noted that these same duties could be performed equally well by a more junior Intel Clerk or Intel Assistant and, therefore, the overall rating as a GS-8 Intel Assistant does not accurately reflect his capability. In my opinion it would be very difficult, if not impossible, for subject to perform competitively with other Intel Assistants at a GS-8 level, and I recommend his position title be changed to Ops Support Assistant, a role in which he performs capably.		
DATE 25 July 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/C/MO	TYPED OR PRINTED NAME AND SIGNATURE <i>Robert A. Ortman</i> Robert A. Ortman

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) VITALE, Guy			2. DATE OF BIRTH 16 Oct 17	3. SEX M	4. GRADE GS-08
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/C	8. CURRENT STATION Washington D.C.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 July 1965			12. REPORTING PERIOD (From- to-) 1 July 64 - 30 June 65		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Processes name traces and clearances; traces and maintains agent 201 files.					O
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					S
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					S
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					P
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.					P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
22 JUL 1965					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

44 23 12 00 PM '65

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in briefing and orienting new officers. He continues to do an exceptional job in assisting his office on a most complex project where many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

13 July 65

SIGNATURE OF EMPLOYEE

Remy Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

46 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

13 July 1965

OFFICIAL TITLE OF SUPERVISOR

C/WH/C/MO/PM

TYPED OR PRINTED NAME AND SIGNATURE

Calvin Hicks

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The reviewing official does not use the same rating scale as the supervisor; therefore, would rate subject one letter lower in the first three duties and P in the overall performance. Subject is conscientious, pleasant and has an excellent "stay-on-the-job" approach.

DATE

20 July 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/C/MO

TYPED OR PRINTED NAME AND SIGNATURE

Walter T. Cini

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				49300 003620	
SECTION A GENERAL					
1. NAME (Last) VITALE (First) Guy (Middle)		2. DATE OF BIRTH 16 Oct 17	3. SEX M	4. GRADE GS-08	5. SD D
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/SAS		8. CURRENT STATION Washington, D.C.	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 July 1964		12. REPORTING PERIOD (From- to-) 1 July 1963 - 30 June 1964			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Processes name traces and clearances; traces and maintains agent 201 files.					RATING LETTER O
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					RATING LETTER S
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					RATING LETTER S
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					RATING LETTER P
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.					RATING LETTER P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S
14 AUG 1964					

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

MAIL ROOM

Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE July 23, 64	SIGNATURE OF EMPLOYEE <i>Mr. Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 34 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 15 July 1964	OFFICIAL TITLE OF SUPERVISOR C/WH/SA/MOB/PM	TYPED OR PRINTED NAME AND SIGNATURE Calvin W. Hicks
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL Undersigned concurs in the ratings of the specific duties and performance in current position of Mr. Vitale. Mr. Vitale has been concerned with the Cuban effort for several years and his personal knowledge of past events is extremely helpful.		
DATE 28 July 1964	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/SA/MOB	TYPED OR PRINTED NAME AND SIGNATURE Colonel Arthur A. Maloney

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
81				003620	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) VITALE Guy		2. DATE OF BIRTH 16 Oct. 1917	3. SEX Male	4. GRADE GS-8	5. SD D
6. OFFICIAL POSITION TITLE Ops. Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/S.A.S.		8. CURRENT STATION Washington, D.C.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 July 1963			12. REPORTING PERIOD (From - to) 1 July 1962 to 30 June 1963		
SECTION B PERFORMANCE EVALUATION					
W - Weak		Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
A - Adequate		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.			
P - Proficient		Performance is more than satisfactory. Desired results are being produced in a proficient manner.			
S - Strong		Performance is characterized by exceptional proficiency.			
O - Outstanding		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Processes name traces and clearances. Traces and maintains agent 201 files.					S/O
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					S
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					S
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					P
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.					P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S
9 AUG 1963					

SECRET

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. *Aug 13 8 40 AM '63* ~~Comment on foreign language competence, if required for current position. Manner of performance of managerial or supervisory duties must be described, if applicable.~~

Subject continues to do an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources.

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very high, primarily due to the fact that ^{his experience} ~~his nature~~ and many years experience with the Agency have made him of much more immediate value than most of his colleagues in the GS 7-9 level. Consequently, although he has made GS-8 within the past year, I feel he is still undergraded and should be promoted to GS-9 at the earliest opportunity.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE June 13, 63	SIGNATURE OF EMPLOYEE <i>Ray Kitala</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22 mths.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 12 June 63	OFFICIAL TITLE OF SUPERVISOR DC/SAS/NOB/FM	TYPED OR PRINTED NAME AND SIGNATURE <i>Calvin W. Hicks</i> Calvin W. Hicks
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL While not wishing to detract from the value of subject's duties or from the manner in which he performs them, I do have strong doubts as to whether the nature of his duties warrant promotion to GS-9 even if they were performed in an outstanding manner. During the next year additional duties of a more demanding nature will be placed on subject and I will want to weigh his performance under those circumstances before recommending promotion.		
DATE 6/17/63	OFFICIAL TITLE OF REVIEWING OFFICIAL C/SAS/NOB/FM	TYPED OR PRINTED NAME AND SIGNATURE <i>Charles W. Matt</i> Charles W. Matt

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A					
GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
VITALE Guy			16 Oct. 1917	M	GS-7
5. OFFICIAL POSITION TITLE			6. OFF/DIV/BR OF ASSIGNMENT	7. CURRENT STATION	
Intell. Asst.			DDP/TFN/PM Fr.	Wash., D.C.	
8. CHECK (X) TYPE OF APPOINTMENT			9. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
10. DATE REPORT DUE IN O.P.			11. REPORTING PERIOD (From - to)		
31 May 1962			1 Sept. 1961 to 30 June 1962		
SECTION B					
PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Processes name traces and clearances - Traces and maintains agent 201 files.					S/O
SPECIFIC DUTY NO. 2					RATING LETTER
Conducts research for preparation of reports and plans.					S
SPECIFIC DUTY NO. 3					RATING LETTER
Maintains office files on a complex project.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Prepares cable or dispatch replies to name trace requests.					A
SPECIFIC DUTY NO. 5					RATING LETTER
Records Officer - Insures compliance with CS Records, Directives and authorizes destruction of CS documents.					A
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>Subject has done an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources concerned.</p>			
<p>He at all times has been a most cooperative, loyal and willing worker with good security habits. Although, he does not have the ambition or drive to get to the top of the ladder that many younger officers may have (not everybody can or wants to be Chief, but can still be one of the best Indians in the business), his great store of general knowledge and many years of agency experience have made him of much more immediate value than most of his colleagues in the GS-7-9 level, and it is because of this that he has received such a high rating. Consequently, it is recommended that Mr. Vitale be promoted to the next higher grade at the earliest opportunity.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
Aug 21, 1962	Guy Vitale		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
10 MONTHS			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
21 August 1962	TFW/PM/OPS	C.W. HICKE	
1. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
21 August 1962	DC/TFW/PM	C.W. MATT	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; padding: 2px; display: inline-block;">151</div>	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX
			16 Oct, 1944		
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT	
				J2-1-2444	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD			
		From 31 AUG 47 SPECIAL (Specify)			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding					
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 2		RATING NO.
			Research Work Required in the Preparation of Reports.		5
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.
Assistant to C/O (leg man)		5	Maintenance of Office Files		6
SPECIFIC DUTY NO. 5		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.
Safehouse Keeper		7	Intel Ass't.		5
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. <div style="border: 1px solid black; padding: 5px; display: inline-block;">5</div>
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree		2 - Limited degree		3 - Normal degree	
				4 - Above average degree	
				5 - Outstanding degree	
CHARACTERISTICS		NOT APPLI- CABLE	NOT OB- SERVED	RATING	
				1	2
				3	4
				5	
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES				X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT STRONG SUPPORT				X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY				X	
SECURITY CONSCIOUS					X
THINKS CLEARLY					X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER (Specify):					
SEE SECTION "E" ON REVERSE SIDE					

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability to function as an agent handler is extremely commendable. Subject is able to communicate equally well with "high or low level agents." He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor)..

SECTION F

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 28 Feb. 62	SIGNATURE OF EMPLOYEE <i>Henry V. Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 9 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION <i>Employee at top</i>	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 12 Feb 62	OFFICIAL TITLE OF SUPERVISOR C/O	TYPED OR PRINTED NAME AND SIGNATURE <i>Thomas G. Clines</i> THOMAS G. CLINES
3. BY REVIEWING OFFICIAL		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input checked="" type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL <i>Subject was assigned activities for which reviewing official was responsible for a period of two months.</i>		
DATE 13 Feb. 62	OFFICIAL TITLE OF REVIEWING OFFICIAL SA Relations Off. 10-1-4	TYPED OR PRINTED NAME AND SIGNATURE <i>Glenn J. Farnsworth</i> GLENN J. FARNSWORTH

SECRET

SECRET
(When Filled In)

705 FITNESS REPORT				RECEIVED CGED		EMPLOYEE SERIAL NUMBER				
SECTION A										
GENERAL										
1. NAME (Last) VITALE		(First) Guy		2. DATE OF BIRTH 10/16/17		3. SEX M				
4. SERVICE DESIGNATION DS		5. OFFICIAL POSITION TITLE Intelligence Assistant		6. GRADE GS-7						
				7. OFF/DIV/RR OF ASSIGNMENT EE/Germany (casual)						
8. CAREER STAFF STATUS				9. TYPE OF REPORT						
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR						
<input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE						
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		12. SPECIAL (Specify)						
		From 1 May 60 To 15 Nov 60								
SECTION B										
EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES										
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).										
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding										
SPECIFIC DUTY NO. 1		RATING NO.		SPECIFIC DUTY NO. 4		RATING NO.				
Process name traces		3								
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 5		RATING NO.				
Process POA's.		4								
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 6		RATING NO.				
SECTION C										
EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION										
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.										
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 3			
SECTION D										
DESCRIPTION OF THE EMPLOYEE										
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee										
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree		
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING				
						1	2	3	4	5
GETS THINGS DONE										
RESOURCEFUL								X		
ACCEPTS RESPONSIBILITIES							X			
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X			
DOES HIS JOB WITHOUT STRONG SUPPORT							X			
FACILITATES SMOOTH OPERATION OF HIS OFFICE								X		
WRITES EFFECTIVELY									X	
SECURITY CONSCIOUS								X		
THINKS CLEARLY									X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS								X		
OTHER (Specify):								X		
SEE SECTION "E" ON REVERSE SIDE										

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE		
<p>Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.</p> <p>Dec 6 11 37 AM '60</p> <p>Mr. Vitale was assigned to the S&T Section of the Gorman Branch on a casual basis from 1 May to 15 November 1960. His duties consisted entirely of processing name traces and POA's. Although had little experience in this type of work, he performed his duties in a thoroughly satisfactory manner. He was always polite to his fellow employees and did his best to contribute to the smooth operation of the section.</p>		
SECTION F CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
6 1/2	Already reassigned prior to preparation of this fitness report.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 Nov 60	C/EE/G/S&T	Herbert W. Natzke Herbert W. Natzke
3. BY REVIEWING OFFICIAL		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
See attached sheet.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 Nov 60	C/EE/Germany	William J. Graver William J. Graver

SECRET

Section 3. Comments of Reviewing Official:

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.


William J. Graver
Chief, EE/Germany

SECRET

Pre 1968 Fitness Report

SECRET


2 June 1960

MEMORANDUM FOR: Chief, EE Personnel

SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office wishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and duties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

2. A copy of this commendation should be made a part of the employee's permanent 201 file.


S. D. LUCH
Chief, EE Logistics

SECRET

Pre 1960 FRQ &
Certifications for insurance
and retirement

SECRET

When Filled In

OFFICIAL USE ONLY (Do Not Fill In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I

BIOGRAPHIC AND POSITION DATA

1. EMP. SER. NO. 083620	2. NAME (Last First Middle) VITALE GUY	3. SEX M	4. DATE OF BIRTH 10/16/17	5. SCHEDULE GRADE STEP GS-08-05
6. SO D	7. POSITION TITLE INTELLIGENCE ASST	8. OFFICE OF ASSIGNMENT AW	9. LOCATION (Country, City) HASH, D.C.	

SECTION II

AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
GREECE Vieques Island, Puerto Rico	PCS-52 TDY-10 days	97/01/01 61/4/01	60/01/24 61/04/10

OVERSEAS DATA

CODED

DATE: 10 JUL 67 **INITIALS:** GPT

SECTION III

EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
NO COLLEGE DEGREE ON RECORD			

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

67 JUL ENTD (4-51)

SECRET

When Filled In

SECTION III							EDUCATION (Cont'd)	
HIGH SCHOOL		ADDRESS City State Country		YEARS ATTENDED From To	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME AND LOCATION OF COLLEGE OR UNIVERSITY		SUBJECT MAJOR MINOR		YEARS ATTENDED FROM TO	DEGREE RECEIVED	YEAR RECEIVED	NO SEM / QTR HRS (Specify)	
1.								
2.								
3. UNIVERSITY OF GREECE								
4.								
5. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT								
6. GREEK LANGUAGE								
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS								
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS		
1.								
2.								
3.								
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE								
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS		
1. American Mission School, Athens, Greece		Greek Language		57/2	57/4	3 mo.		
2.								
3.								
4.								
5.								
AGENCY-SPONSORED EDUCATION								
Specify which, if any, of the education shown in Section III was Agency sponsored								
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS		
1.								
2.								
3.								
4.								
5.								

SECRET

MARITAL STATUS

SECTION X

[illegible]

SECTION XI

PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

DATE _____

SIGNATURE OF EMPLOYEE

Fred V. Hale

- 7

Pre 1960 - PHS, CLEARANCE
request &
appl. forms

RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE May 1970